

JOIN OUR TEAM

Council on Aging Van Driver

The City of Amesbury (estimated population 18,000), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a strong candidate to serve as the City's Council on Aging Van Driver. The Council of Aging Van Driver is responsible for the safe and efficient operation of a maximum of 16 -passenger vehicle, with the purpose of transporting older and disabled adults to medical appointments, financial institutions, stores, and various locations as part of the Amesbury Council on Aging's Transportation Program. This position is also responsible for assisting the COA Director with daily facility operations.



Essential Duties and Responsibilities: *The essential functions or duties listed below are intended only as examples of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Performs varied duties to assure that clients are safely picked up and returned.
- Provides curb-to-curb or door or door service around Amesbury and the surrounding communities to older and disabled adults and their care-partners, if needed.
- Ensures that passengers safely board the vehicle and are seated and secured; transports clients to various destinations, including but not limited to, medical offices and buildings, financial institutions, retail and grocery stores, barbers/stylists, the COA located at the Nicholas J. Costello Transportation Center (Costello Center), and other municipal buildings in Amesbury and the surrounding towns.
- Operates and checks vehicle regularly, especially the lift mechanism.
- Operates lift equipment on accessible vehicles to load clients safely into the vehicle.
- Works with the Council on Aging Outreach Coordinator to maintain a daily log of ridership.
- Calmly addresses passenger emergencies that may arise; reports client concerns to the Outreach Coordinator and submits accident or injury reports as required.
- Fills the fuel tanks of vehicles when necessary.
- Drives the vehicle to service stations when maintenance is required.
- During a public health emergency, must enforce safety measures such as mask-wearing and social distancing.
- Provides excellent customer service and promotes a positive atmosphere at all times.
- Assists in transportation scheduling.
- Assisting the COA staff with set-up and breakdown of programs and events and delivery of services.
- Alerts the COA Director when facility maintenance issues arise.
- Performs reasonable tasks requested by the COA Outreach Coordinator or the COA Director.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or equivalent with more than 1 year of passenger vehicle driving experience preferred, or any equivalent combination of education, experience, and training. All employment offers are conditional upon passing a reference and Criminal Offender Record Information (CORI) check and proof of a true and attested public driving record from the Registry of Motor Vehicles (RMV).

Special Requirements:

Must have a valid RMV license (CDL PREFERRED)

Must be CPR certified (May earn certifications within 6 months of hire).

Knowledge, Ability and Skill:

- **Knowledge:** Thorough knowledge of the safe practices of driving a 16-passenger vehicle with passengers; knowledge of basic emergency services to assist passengers; basic knowledge of vehicle maintenance to know when vehicle repairs and servicing are needed.
- **Ability:** Must be able to follow written and oral instruction; must be able to work with older and disabled adults; must be courteous and helpful; must be able to read and follow safety procedures; must be able to drive for long hours; must be able to learn how to operate wheelchair lift equipment; must be able to learn how to operate mobile scanner to track ridership; must be able to exercise flexibility as schedule changes; must be able to work efficiently and effectively with minimal supervision.
- **Skill:** Skill in driving a minivan and 16-passenger vehicle, operating a chair lift, and working with at-risk individuals and vulnerable populations.

Work Environment and Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

While performing the functions of this job, the employee is required to sit, stand, and walk for extended periods; is frequently required to communicate with others, climb stairs, use hands to handle or feel objects, or controls; reach with hands and arms, kneel and bend to work on equipment; specific vision abilities required include close, color and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle accurately and efficiently; ability to frequently move up to 30 lbs.; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds.

The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.

- Part time 16-18 hours per week
 - Salary \$18.00 per hour
 - Non-exempt

**To apply, please email a cover letter and resume to:
Heather Worrall, Human Resources Coordinator, City of Amesbury
worrallh@amesburyma.gov
To remain posted until filled.**